

Eligibility Overview (E210) Generally used by publications (e.g., magazines and newspapers) whose primary purpose is transmitting information to an established list of subscribers or requesters. Periodicals must be issued regularly at a stated frequency (at least four times a year) from a known office of publication. All pieces within each mailing must be in same processing category. Application form required (E213). Authorization: Periodicals entry in one of these five categories (E212):

- General publications.
- Publications of institutions and societies.
- Publications of state departments of agriculture.
- Requester publications.
- Foreign publications.

Records: maintained by publisher to support application and confirm eligibility for entry at Periodicals rates; specific standards by category. Additional standards: circulation, documentation, advertising limits, and other conditions that vary by category. Limits apply to nonsubscriber/nonrequester distribution for general and requester publications. Identification: title, identification statement, marking of certain contents. Supplements, enclosures, additions; parts, sections, editions permitted under applicable standards. Additional documentation and separate postage statement required for mailings combining more than one edition or publication.

Rates and Fees (R200)

Application (original entry) fee	\$305.00
Additional entry application fee	85.00
Reentry fee	50.00

Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc. Basic, 3/5, and Carrier Route rates apply to outside-county copies of Regular and Science-of-Agriculture rate publications and all copies of requester publications; In-County rates apply to all eligible in-county copies of other than requester publications. Preferred rates available under E270; see reverse.

Characteristics and Content (C200) Limitations apply to advertising, permissible components included with publication, and methods of preparation. Generally, other publications, independent printed matter, and merchandise are not permitted in a publication at Periodicals rates.

Deposit (D200) Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.

Mail Preparation and Sortation (M200) Presort: M200 (nonautomation) or M800 (automation), as appropriate. Marking: notice of Periodicals entry. Postage statement: Form 3541-R (Regular/Science-of-Agriculture and In-County rates), Form 3541-N (Nonprofit and In-County rates) or Form 3541-NC (Classroom and In-County rates) and documentation required by rates claimed including marked copy.

Postage and Payment Methods (P200, P750) Method: advance deposit account(s) at original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

**Eligibility
Overview**
(E200)

Available for publications authorized in other than the requester category and further qualifying under specific standards for special (Nonprofit, Classroom, or Science-of-Agriculture) rates (E270). These standards are in addition to the criteria on the reverse.

Rates and Fees
(R200)

Application (original entry) fee	\$305.00
Additional entry application fee	85.00
Reentry fee	50.00

No additional fee to mail at a special Periodicals rate.
Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.
Basic, 3/5, and Carrier Route rates apply to outside-county copies of Nonprofit and Classroom rate publications; In-County rates apply to all eligible in-county copies (E270).

Eligibility
(E200)

In addition to the reverse.
Application form required (E213).
Nonprofit rate standards: publication must be issued by and in the interest of a religious, educational, scientific, philanthropic, agricultural, labor, veterans', or fraternal organization not organized for profit and none of whose net income benefits a private stockholder or individual (E270). Also generally eligible (regardless of the nonprofit status of the publishing organization) are publications issued by and in the interest of an association of rural electric cooperatives; the program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit education radio or television station; a publication of the official highway or development agency of the state meeting the standards for a general publication (E212) and containing no advertising except the publisher's own advertising; and a conservation publication published by a state agency responsible for the management and conservation of the fish or wildlife resources of that state.
Classroom rate standards: publications must be designed for educational, religious, or scientific use in school classrooms or religious instruction classes.
Science-of-Agriculture rate standards: rate applies to outside-county copies of authorized Periodicals publications mailed by publishers or news agents when the total copies furnished during any 12-month period to subscribers residing in rural areas are at least 70% of the total number of copies distributed by any means for any purpose.

**Characteristics
and Content**
(C200)

Generally similar to Regular Periodicals (see reverse); further limits in advertising may apply.

Deposit
(D200)

Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional drop dispatch under D210.

**Mail Preparation
and Sortation**
(M200)

Marking: notice of Periodicals entry.
Presort: see M200 (nonautomation) or M800 (automation), as appropriate.
Postage statement: Form 3541-R (Regular/Science-of-Agriculture and In-County rates), Form 3541-N (Nonprofit and In-County rates), or Form 3541-NC (Classroom and In-County rates) and documentation required by rate claimed including marked copy.
At the mailer's option, Preferred Periodicals may be claimed at Regular Periodicals rate and prepared accordingly.

**Postage and
Payment
Methods**
(P200, P750)

Method: advance deposit account(s) at original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Eligibility Overview (E210, E230)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards.
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>Carrier Route, 3/5, and Basic rates apply to outside-county copies of Regular rate publications and all copies of requester publications; In-County rates apply to all eligible in-county copies of other than requester publications.</p> <p>Carrier Route (outside-county and in-county):</p> <ul style="list-style-type: none"> ■ Basic: six or more addressed pieces sorted into carrier route packages and placed into carrier route or 5-digit carrier routes trays. ■ High Density: carrier route pieces further prepared in walk sequence and in density necessary to meet standards for High Density rates (125-piece WS in-county). ■ Saturation: carrier route pieces further prepared in walk sequence and in density necessary to meet standards for Saturation rates (Saturation WS in-county) (M050). <p>3/5 (outside-county) and Basic (in-county):</p> <ul style="list-style-type: none"> ■ Six or more addressed pieces sorted to 5-digit and unique 3-digit (L002) packages, placed into 5-digit and unique 3-digit trays. <p>Basic (outside-county and in-county):</p> <ul style="list-style-type: none"> ■ Six or more addressed pieces sorted to other 3-digit, ADC (L004), and mixed ADC packages, placed into 3-digit, ADC, and mixed ADC trays. <p>SCF and delivery unit zones (destination entry rates) have additional standards (E250). Not all presort levels may be claimed in combination with destination entry discounts.</p>
Addressing (A010, A950)	<p>Carrier route: carrier route information updated using CASS-certified process within 90 days before mailing.</p> <p>A certified process used at least once a year to ensure accuracy of 5-digit ZIP Codes in other than carrier route pieces.</p>
Characteristics and Content (C050, C200)	<p>See Quick Service Guide 200.</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick. ■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M200)	<p>Presort: on reverse.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541-R (Regular/Science-of-Agriculture and In-County rates). ■ Supporting documentation: required by rates claimed including marked copy. Effective August 1, 1997, documentation generated by PAVE-certified software or printed in standardized format. <p>Each package of High Density or Saturation mail must be labeled "walk sequence." A facing slip stating "High Density Walk Sequenced Carrier Route Mail" or "Saturation Walk Sequenced Carrier Route Mail" (as applicable) may be used.</p> <p>1-foot or 2-foot trays used where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for pink tray label Line 2 information.</p> <p>Use 2-inch pink tray labels (M031).</p> <p>Trays sleeved and strapped (M033). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.</p>
Postage and Payment Methods (P200, P750)	<p>Method: advance deposit account(s) at original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.</p> <p>This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.</p>

Packaging and Traying Sequence

5-Digit (Required)

Packages: Packaging not required in full trays. Pieces must be packaged if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a package not permitted. See M200 for optional firm packages.

Labels: Red Label D or optional endorsement line (OEL).



Trays: Required at 24 pieces; optional with one 6-piece package.

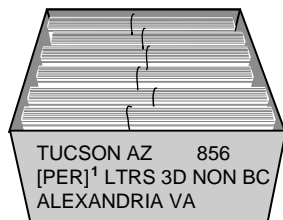
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS 5D NON BC."

Rate: 3/5 outside-county,² Basic in-county

3-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 3-digit ZIP Code; fewer than 6 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



Trays: Required at 24 pieces; optional with one 6-piece package. One less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving entry post office.

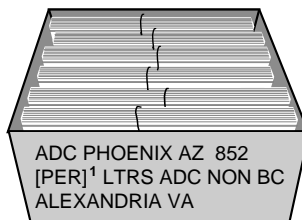
Labels: For Line 1, use L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D NON BC."

Rate: 3/5 outside-county,² Basic in-county

ADC (Required)

Packages: 6 or more pieces to same ADC (L004); fewer than 6 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Trays: Required at 24 pieces; optional with one 6-piece package.

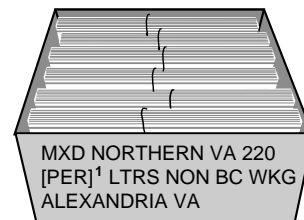
Labels: For Line 1, use L004; for Line 2, "PER" (or "NEWS") and "LTRS ADC NON BC."

Rate: Basic outside-county and in-county

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Trays: Any remaining packages placed in mixed ADC tray(s); only one less-than-full tray permitted.

Labels: For Line 1, use MXD, followed by origin facility in L004; for Line 2, "PER" (or "NEWS") and "LTRS NON BC WKG."

Rate: Basic outside-county and in-county

Optional Carrier Route Preparation

Packages: Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Fewer than six pieces in a package not permitted. See M200 for optional firm packages.

Labels: Facing slip, OEL, or CR information line. **Rate:** Saturation, High Density, Basic.

Carrier Route

Trays: Required at 24 pieces; optional with one 6-piece package.

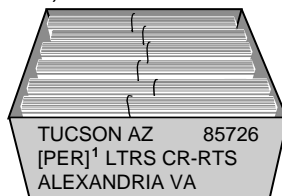
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS"), "LTRS," and, as appropriate: for Saturation, "WSS" and route type and number; for High Density, "WSH" and route type and number; or for Basic, "CR" and route type and number³.



5-Digit Carrier Routes

Trays: Required for rate eligibility, any remaining carrier route packages; only one less-than-full tray permitted.

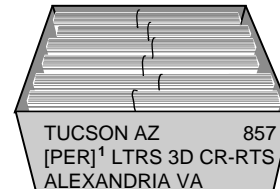
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS CR-RTS."



3-Digit Carrier Routes

Trays: Carrier route packages only; optional with one 6-piece carrier route package for each of two or more 5-digit areas.

Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A.; for Line 2, "PER" (or "NEWS") and "LTRS 3D CR-RTS."



¹Use "NEWS" if issued weekly or more frequently.

²3/5: 5-digit and unique 3-digit only. Basic for nonunique 3-digit.

Eligibility Overview (E210, E230)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards.
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>Carrier Route, 3/5 and Basic rates apply to outside-county copies of Regular rate publications and all copies of requester publications; In-County rates apply to all eligible in-county copies of other than requester publications.</p> <p>Carrier Route (outside-county and in-county):</p> <ul style="list-style-type: none"> ■ Basic: six or more addressed pieces sorted into carrier route packages and placed into carrier route or 5-digit carrier routes sacks. ■ High Density: carrier route pieces further prepared in walk sequence and in density necessary to meet standards for High Density rates (125-piece WS in-county). ■ Saturation: carrier route pieces further prepared in walk sequence and in density necessary to meet standards for Saturation rates (Saturation WS in-county) (M050). <p>3/5 (outside-county) and Basic (in-county):</p> <ul style="list-style-type: none"> ■ Six or more addressed pieces sorted to 5-digit and unique 3-digit (L002) packages, placed into 5-digit and unique 3-digit sacks. <p>Basic (outside-county and in-county):</p> <ul style="list-style-type: none"> ■ Six or more addressed pieces sorted to other 3-digit, ADC (L004), and mixed ADC packages, placed into 3-digit, ADC, and mixed ADC sacks. ■ Fewer than 6 pieces sorted to carrier route, 5-digit, and unique 3-digit packages. <p>SCF and delivery unit zones (destination entry rates) have additional standards (E250). Not all presort levels may be claimed in combination with destination entry discounts.</p>
Addressing (A010, A950)	<p>Carrier route: carrier route information updated using CASS-certified process within 90 days before mailing.</p> <p>A certified process used at least once a year to ensure accuracy of 5-digit ZIP Codes in other than carrier route pieces.</p>
Characteristics and Content (C200)	<p>See Quick Service Guide 200.</p> <p>Shape: rectangular, unless greater than 0.25 inch thick.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 0.25 inch thick. ■ Maximum: 15 inches long, 12 inches high, and 0.75 inch thick.
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M200)	<p>Presort: on reverse.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541-R (Regular/Science-of-Agriculture and In-County rates). ■ Supporting documentation: required by rates claimed including marked copy. Effective August 1, 1997, documentation generated by PAVE-certified software or printed in standardized format. <p>Each package of walk-sequence mail must be labeled "walk sequence." A facing slip stating "High Density Walk Sequenced Carrier Route Mail" or "Saturation Walk Sequenced Carrier Route Mail" (as applicable) may be used.</p> <p>Flat-size pieces must be prepared in brown sacks. Palletization of sacks or packages is as permitted by M040.</p> <p>See reverse for pink sack label Line 2 information.</p>
Postage and Payment Methods (P200, P750)	<p>Method: advance deposit account(s) at original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.</p>

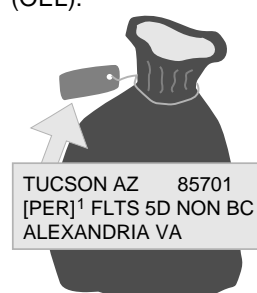
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 5-digit ZIP Code; packages of fewer than 6 pieces permitted. See M200 for optional firm packages.

Labels: Red Label D or optional endorsement line (OEL).



Sacks: Required at 24 pieces; optional with one package.

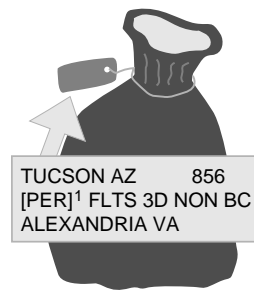
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "FLTS 5D NON BC."

Rate: 3/5 outside-county,²
Basic in-county

3-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 3-digit ZIP Code; packages of fewer than 6 pieces permitted.

Labels: Green Label 3 or OEL.



Sacks: Required at 24 pieces; optional with one package (except a sack must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving entry post office).

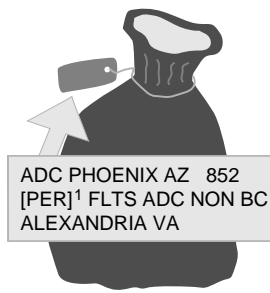
Labels: For Line 1, use L002; for Line 2, "PER" (or "NEWS") and "FLTS 3D NON BC."

Rate: 3/5 outside-county,²
Basic in-county

ADC (Required)

Packages: 6 or more pieces to same ADC (L004); fewer than 6 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Sacks: Required at 24 pieces; optional with one 6-piece package.

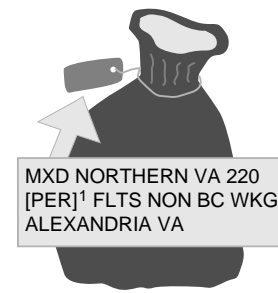
Labels: For Line 1, use L004; for Line 2, "PER" (or "NEWS") and "FLTS ADC NON BC."

Rate: Basic outside-county and in-county

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Sacks: Any remaining packages placed in mixed ADC sack(s).

Labels: For Line 1, use MXD, followed by origin facility in L004; for Line 2, "PER" (or "NEWS") and "FLTS NON BC WKG."

Rate: Basic outside-county and in-county

Optional Carrier Route

Packages: Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Fewer than six pieces in a package permitted but only qualify for the Basic rate. See M200 for optional firm packages.

Rate: Saturation, High Density, Basic



Carrier Route

Sacks: Required at 24 pieces; optional with one package.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS"), "FLTS," and, as appropriate: for Saturation, "WSS" and route type and number; for High Density, "WSH" and route type and number; or for Basic, "CR" and route type and number³.



5-Digit Carrier Routes

Sacks: Required for rate eligibility, any remaining carrier route packages; no minimum number of carrier route packages for same 5-digit area.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "FLTS CR-RTS."

¹Use "NEWS" if issued weekly or more frequently.

²3/5: only 5-digit and unique 3-digit packages of 6 or more pieces. Basic rate for packages of fewer than 6 pieces.

Eligibility Overview (E210, E240)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards. Mailings eligible for automation discounts must contain automation-compatible (C810) 100% delivery point barcoded (C840) pieces, sorted as described below. Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>3/5 and Basic rates apply to outside-county copies of Regular rate publications and all copies of requester publications; In-County rates apply to all eligible in-county copies of other than requester publications.</p> <p>3/5 (outside-county), 5-digit and 3-digit (in-county):</p> <ul style="list-style-type: none"> 150 or more addressed and barcoded pieces, sorted to 5-digit/scheme or unique 3-digit trays. <i>Pieces for unique 3-digit destinations qualify for 3/5 rate if placed in 3-digit/scheme trays with pieces for other 3-digit destinations if grouped separately from pieces for other 3-digit destinations.</i> <p>Basic (outside-county and in-county):</p> <ul style="list-style-type: none"> 150 or more addressed and barcoded pieces, sorted to other 3-digit, 3-digit scheme, or AADC. Remaining pieces placed in mixed AADC trays. <p>SCF destination entry rate has additional standards (E250).</p> <p>Not all presort levels may be claimed in combination with other automation or destination entry discounts.</p>
Addressing (A800, A950)	<p>Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code.</p> <p>Address and barcode quality subject to A800 and CASS/MASS standards in A950.</p> <p>Addresses matched using CASS/MASS-certified process within 6 months before mailing.</p>
Characteristics and Content (C200, C810, C840)	<p>Maximum weight: 3.4383 ounces (pieces over 3 ounces must meet additional standards in C810.7).</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both.</i> Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick. <p>All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.</p>
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M810)	<p>Presort: on reverse.</p> <p>Documentation:</p> <ul style="list-style-type: none"> Postage statement: Form 3541-R (Regular/Science-of-Agriculture and In-County rates). Supporting documentation: required by rates claimed including marked copy. Effective August 1, 1997, documentation generated by PAVE-certified software or printed in standardized format. <p>1-foot or 2-foot trays used where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for pink tray label Line 2 information.</p> <p>Pink barcoded tray labels required (M032).</p> <p>Trays sleeved and strapped (M033). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.</p>
Postage and Payment Methods (P200, P750)	Method: advance deposit account(s) at the original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence

**5-Digit/Scheme
(Required)**

Trays: At least 150 pieces to same 5-digit ZIP Code or optional 5-digit scheme destination; packaging not permitted; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1: on required 5-digit trays, use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination shown in City State File.

Rate: 3/5 outside-county, 5-digit in-county

**3-Digit/Scheme
(Required)**

Trays: At least 150 pieces to same 3-digit ZIP Code/scheme destination; packaging not permitted; only one overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column A, for destination facility.

Rate:¹
Unique 3-digit: 3/5 outside-county, 3-digit in-county
Other 3-digit: Basic outside-county and in-county

**AADC
(Required)**

Trays: At least 150 pieces to same AADC; packaging not permitted; only one overflow tray permitted per destination. Pieces must be grouped by 3-digit ZIP Code prefix or 3-digit/scheme if applicable.

Barcoded Labels: For Line 1, use L801 for destination facility.

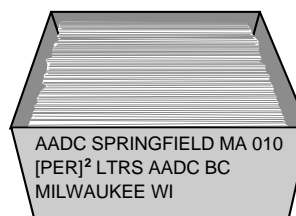
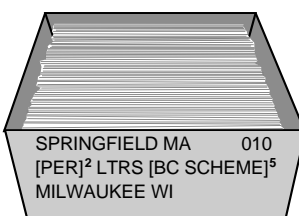
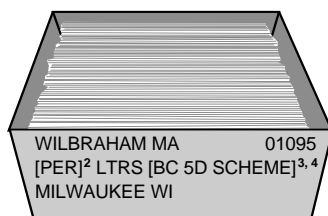
Rate: Basic outside-county and in-county

**Mixed AADC
(Required)**

Trays: Any remaining pieces placed in mixed AADC trays grouped by AADC; only one less-than-full mixed AADC tray permitted per mailing.

Barcoded Labels: For Line 1, use L803 for destination facility (for BMC/ASF entry, use L802).

Rate: Basic outside-county and in-county



¹ Pieces for a unique 3-digit destination that is part of a 3-digit scheme group listed in L002, Column B, indicated by footnote "S," qualify for the 3/5 rate when placed in a 3-digit scheme tray if grouped separately from pieces for other nonunique 3-digit areas.

² Use "NEWS" if issued weekly or more frequently.

³ Use "5D BC" on 5-digit trays; use "BC 5D SCHEME" on optional 5-digit scheme trays.

⁴ For optional news 5-digit scheme trays, use "NEWS LTR BC 5D SCHEME."

⁵ Use "3D BC" on 3-digit trays; on 3-digit scheme trays, use "BC SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays. Where overflow trays are permitted, they are required for required presort levels (M033.2).

Eligibility Overview (E210, E240)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards. Mailings eligible for automation discounts must contain automation-compatible (C820) 100% ZIP+4 barcoded or delivery point barcoded (C840) pieces, sorted as described below. Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>3/5 and Basic rates are package-based and apply to outside-county copies of Regular rate publications in 5-digit and unique 3-digit (L002, Column A) packages, and all copies of requester publications; In-County rates apply to all eligible in-county copies of other than requester publications.</p> <p>3/5 (outside-county and in-county):</p> <ul style="list-style-type: none"> ■ Six or more addressed pieces sorted to 5-digit and unique 3-digit (L002) packages, placed into 5-digit, 3-digit, ADC (L004), and mixed ADC sacks. <p>Basic (outside-county and in-county):</p> <ul style="list-style-type: none"> ■ Six or more addressed pieces sorted to other 3-digit, ADC, and mixed ADC packages, placed into 3-digit, ADC, and mixed ADC sacks. ■ Fewer than 6 pieces sorted to 5-digit or unique 3-digit packages. <p>SCF destination entry rate has additional standards (E250). Not all presort levels may be claimed in combination with other automation or destination entry discounts.</p>
Addressing (A800, A950)	<p>Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950.</p> <p>Addresses matched using CASS/MASS-certified process within 6 months before mailing.</p>
Characteristics and Content (C050, C820)	<p>Maximum weight: 16 ounces. Shape: rectangular. Dimensions:</p> <ul style="list-style-type: none"> ■ Not less than 6 nor more than 12 inches high. ■ Not less than 5 inches long <i>if 6 to 7-1/2 inches high</i>; or 6 inches long <i>if more than 7-1/2 inches high</i>. ■ Not more than 15 inches long. ■ Not less than 0.009 nor more than 0.75 inch thick. <p>Prohibitions: polywrap, polybag, shrinkwrap unless approved by USPS; clasps, strings, buttons, or other protrusions. Adequate flexibility, rigidity, and regular shape required. All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.</p>
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M820)	<p>Package preparation, labeling, and sacking (brown sacks only): on reverse.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541-R (Regular/Science-of-Agriculture and In-County rates). ■ Supporting documentation: required by rates claimed including marked copy. Effective August 1, 1997, documentation generated by PAVE-certified software or printed in standardized format. <p>See reverse for pink sack label Line 2 information. Pink barcoded sack labels required (M032).</p>
Postage and Payment Methods (P200, P750)	<p>Method: advance deposit account(s) at original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.</p>

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a package permitted.

Labels: Red Label D or optional endorsement line (OEL).

Rate: 3/5 outside-county and in-county, Basic¹

3-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 3-digit ZIP Code; fewer than 6 pieces in a package permitted.

Labels: Green Label 3 or OEL.

Rate: 3/5 outside-county and in-county, Basic¹

ADC (Required)

Packages: Pieces must be packaged if 6 or more pieces to same ADC (L004); fewer than 6 pieces in a package not permitted.

Labels: Pink Label A or OEL.

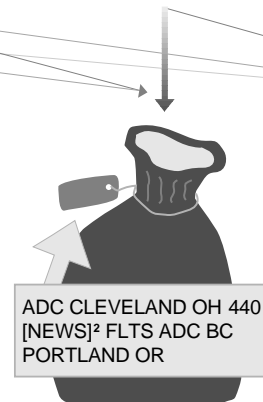
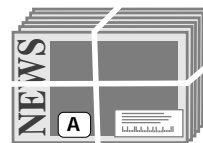
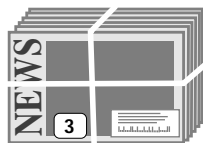
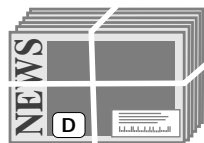
Rate: Basic outside-county and in-county

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.

Rate: Basic outside-county and in-county



Sacks: Required at 24 pieces; optional with one package minimum to the same 5-digit ZIP Code.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "NEWS" (or "PER") and "FLTS 5D BC."

Sacks: Required at 24 pieces; optional with one package minimum to same 3-digit ZIP Code (except that a sack must be prepared for any packages for each 3-digit ZIP Code of SCF serving post office where mail is entered).

Barcoded Labels: For Line 1, use L002, Column A; for Line 2, "NEWS" (or "PER") and "FLTS 3D BC."

Sacks: Required at 24 pieces; optional with one 6-piece package minimum to the same ADC (L004).

Barcoded Labels: For Line 1, use L004; for Line 2, "NEWS" (or "PER") and "FLTS ADC BC."

Sacks: Any remaining packages placed into mixed ADC sacks.

Barcoded Labels: For Line 1, use L803 (for BMC/ASF entry, use L802); for Line 2, "NEWS" (or "PER") and "FLTS BC WKG."

¹3/5 outside-county and in-county: only 5-digit and unique 3-digit packages of 6 or more pieces. Basic rate (outside-county and in-county) for packages of fewer than 6 pieces.

²Use "NEWS" (if issued weekly or more frequently) or "PER."

Rate is based on type of package regardless of sack (pallet) in (on) which it is placed.

Eligibility Overview (E210, E230)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards. Nonprofit rates require specific authorization (E270).
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>Carrier Route, 3/5, and Basic rates apply to outside-county copies; Basic and Carrier Route rates apply to all eligible in-county copies.</p> <p>Carrier Route (outside-county and in-county):</p> <ul style="list-style-type: none"> ■ Basic: six or more addressed pieces sorted into carrier route packages and placed into carrier route or 5-digit carrier routes trays. ■ High Density: carrier route pieces further prepared in walk sequence and in density necessary to meet standards for High Density rates. ■ Saturation: carrier route pieces further prepared in walk sequence and in density necessary to meet standards for Saturation rates (M050). <p>3/5 (outside-county only):</p> <ul style="list-style-type: none"> ■ Six or more addressed pieces sorted to 5-digit and unique 3-digit (L002) packages, placed into 5-digit and unique 3-digit trays. <p>Basic:</p> <ul style="list-style-type: none"> ■ Outside-county: six or more addressed pieces sorted to other 3-digit and ADC (L004) packages, and all pieces in mixed ADC packages, placed into 3-digit, ADC, and mixed ADC trays. ■ In-county: all pieces not sorted to qualify for a carrier route rate. <p>SCF and delivery unit zones (destination entry rates) have additional standards (E250). Not all presort levels may be claimed in combination with destination entry discounts.</p>
Addressing (A010, A950)	<p>Carrier route: carrier route information updated using CASS-certified process within 90 days before mailing.</p> <p>A certified process used at least once a year to ensure accuracy of 5-digit ZIP Codes in other than carrier route pieces.</p>
Characteristics and Content (C050, C200)	<p>See Quick Service Guide 201.</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick. ■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M200)	<p>Presort: on reverse.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541-N (Nonprofit and In-County rates). ■ Supporting documentation: required by rates claimed including marked copy. Effective August 1, 1997, documentation generated by PAVE-certified software or printed in standardized format. <p>Each package of High Density or Saturation mail must be labeled "walk sequence." A facing slip stating "High Density Walk Sequenced Carrier Route Mail" or "Saturation Walk Sequenced Carrier Route Mail" (as applicable) may be used.</p> <p>1-foot or 2-foot trays used where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for pink tray label Line 2 information.</p> <p>Use 2-inch pink tray labels (M031).</p> <p>Trays sleeved and strapped (M033). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.</p>
Postage and Payment Methods (P200, P750)	Method: advance deposit account(s) at original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence

5-Digit (Required)

Packages: Packaging not required in full trays. Pieces must be packaged if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a package not permitted. See M200 for optional firm packages.

Labels: Red Label D or optional endorsement line (OEL).



Trays: Required at 24 pieces; optional with one 6-piece package.

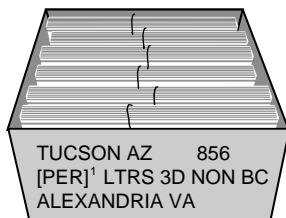
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS 5D NON BC."

Rate: 3/5 outside-county,² Basic in-county

3-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 3-digit ZIP Code; fewer than 6 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



Trays: Required at 24 pieces; optional with one 6-piece package (except a tray must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified).

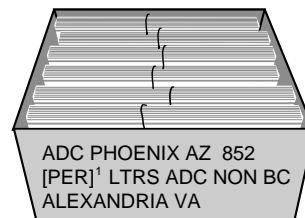
Labels: For Line 1, use L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D NON BC."

Rate: 3/5 outside-county,² Basic in-county

ADC (Required)

Packages: 6 or more pieces to same ADC (L004); fewer than 6 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Trays: Required at 24 pieces; optional with one 6-piece package.

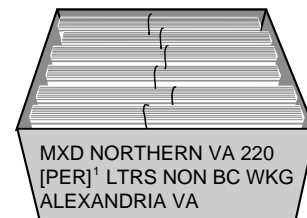
Labels: For Line 1, use L004; for Line 2, "PER" (or "NEWS") and "LTRS ADC NON BC."

Rate: Basic outside-county and in-county

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Trays: Any remaining packages placed in mixed ADC tray(s); only one less-than-full tray permitted.

Labels: For Line 1, use MXD, followed by origin facility in L004; for Line 2, "PER" (or "NEWS") and "LTRS NON BC WKG."

Rate: Basic outside-county and in-county

Optional Carrier Route Preparation

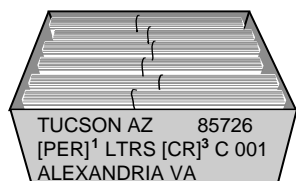
Packages: Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Fewer than six pieces in a package not permitted. See M200 for optional firm packages.

Labels: Facing slip, OEL, or CR information line. **Rate:** Saturation, High Density, Basic.

Carrier Route

Trays: Required at 24 pieces; optional with one 6-piece package.

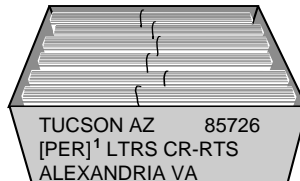
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS"), "LTRS," and, as appropriate: for Saturation, "WSS" and route type and number; for High Density, "WSH" and route type and number; or for Basic, "CR" and route type, and number³.



5-Digit Carrier Routes

Trays: Required for rate eligibility, any remaining carrier route packages; only one less-than-full tray permitted.

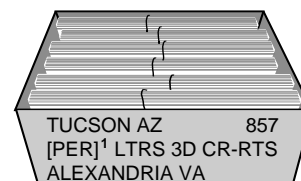
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS CR-RTS."



3-Digit Carrier Routes

Trays: Carrier route packages only; optional with one 6-piece carrier route package for each of two or more 5-digit areas.

Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D CR-RTS."



¹Use "NEWS" if issued weekly or more frequently.

²3/5: 5-digit and unique 3-digit only.

Eligibility Overview (E210, E230)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards. Nonprofit rates require specific authorization (E270).
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>Carrier Route, 3/5, and Basic rates apply to outside-county copies; Basic and Carrier Route rates apply to all eligible in-county copies of other than requester publications.</p> <p>Carrier Route (outside-county and in-county):</p> <ul style="list-style-type: none"> ■ Basic: six or more addressed pieces sorted into carrier route packages and placed into carrier route or 5-digit carrier routes sacks. ■ High Density: carrier route pieces further prepared in walk sequence and in density necessary to meet standards for High Density rates. ■ Saturation: carrier route pieces further prepared in walk sequence and in density necessary to meet standards for Saturation rates (M050). <p>3/5 (outside-county only):</p> <ul style="list-style-type: none"> ■ Six or more addressed pieces sorted to 5-digit and unique 3-digit (L002) packages, placed into 5-digit and unique 3-digit sacks. <p>Basic:</p> <ul style="list-style-type: none"> ■ Outside-county: six or more addressed pieces sorted to other 3-digit, ADC (L004), and mixed ADC packages, placed into 3-digit, ADC, and mixed ADC sacks. ■ In-county: all pieces not sorted to qualify for a carrier route rate. ■ Fewer than 6 pieces sorted to carrier route, 5-digit, and unique 3-digit packages. <p>SCF and delivery unit zones (destination entry rates) have additional standards (E250). Not all presort levels may be claimed in combination with destination entry discounts.</p>
Addressing (A010, A950)	<p>Carrier route: carrier route information updated using CASS-certified process within 90 days before mailing.</p> <p>A certified process used at least once a year to ensure accuracy of 5-digit ZIP Codes in other than carrier route pieces.</p>
Characteristics and Content (C200)	<p>See Quick Service Guide 201.</p> <p>Shape: rectangular, unless greater than 0.25 inch thick.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 0.25 inch thick. ■ Maximum: 15 inches long, 12 inches high, and 0.75 inch thick.
Deposit (D200)	Deposit only at authorized original and/or additional entry post office, unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M200)	<p>Presort: on reverse.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541-N (Nonprofit and In-County rates). ■ Supporting documentation: required by rates claimed including marked copy. Effective August 1, 1997, documentation generated by PAVE-certified software or printed in standardized format. <p>Each package of High Density or Saturation mail must be labeled "walk sequence." A facing slip stating "High Density Walk Sequenced Carrier Route Mail" or "Saturation Walk Sequenced Carrier Route Mail" (as applicable) may be used.</p> <p>Flat-size pieces must be prepared in brown sacks. Palletization of sacks or packages is as permitted by M040.</p> <p>See reverse for pink sack label Line 2 information.</p>
Postage and Payment Methods (P200, P750)	<p>Method: advance deposit account(s) at original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.</p> <p>This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.</p>

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a package permitted. See M200 for optional firm packages.

Labels: Red Label D or optional endorsement line (OEL).



Sacks: Required at 24 pieces; optional with one package.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "FLTS 5D NON BC."

Rate: 3/5 outside-county,² Basic in-county

3-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 3-digit ZIP Code; fewer than 6 pieces in a package permitted.

Labels: Green Label 3 or OEL.



Sacks: Required at 24 pieces; optional with one package (except a sack must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified).

Labels: For Line 1, use L002, Column A; for Line 2, "PER" (or "NEWS") and "FLTS 3D NON BC."

Rate: 3/5 outside-county,² Basic in-county

ADC (Required)

Packages: 6 or more pieces to same ADC (L004); fewer than 6 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Sacks: Required at 24 pieces; optional with one 6-piece package.

Labels: For Line 1, use L004; for Line 2, "PER" (or "NEWS") and "FLTS ADC NON BC."

Rate: Basic outside-county and in-county

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Sacks: Any remaining packages placed in mixed ADC sack(s).

Labels: For Line 1, use MXD, followed by origin facility in L004; for Line 2, "PER" (or "NEWS") and "FLTS NON BC WKG."

Rate: Basic outside-county and in-county

Optional Carrier Route

Packages: Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Fewer than six pieces in a package permitted but only qualify for the Basic rate. See M200 for optional firm packages.

Rate: Saturation, High Density, Basic



Carrier Route

Sacks: Required at 24 pieces; optional with one package.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS"), "FLTS," and, as appropriate: for Saturation, "WSS" and route type and number; for High Density, "WSH" and route type and number; or for Basic, "CR" and route type, and number³.



5-Digit Carrier Routes

Sacks: Required for rate eligibility, any remaining carrier route packages; no minimum number of carrier route packages for same 5-digit area.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "FLTS CR-RTS."

¹Use "NEWS" if issued weekly or more frequently, or "PER."

²3/5: only 5-digit and unique 3-digit packages of 6 or more pieces. Basic rate for packages of fewer than 6 pieces and packages for nonunique 3-digits.

Eligibility Overview (E210, E240)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards. Mailings eligible for automation discounts must contain automation-compatible (C810) 100% delivery point barcoded (C840) pieces, sorted as described below. Nonprofit rates require specific authorization (E270).
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>5-Digit, 3-Digit and Basic rates are tray-based and apply to outside-county copies and all eligible in-county copies.</p> <p>5-Digit: 150 or more addressed and barcoded pieces sorted to 5-digit/scheme trays.</p> <p>3-Digit: 150 or more addressed and barcoded pieces sorted to unique 3-digit trays. <i>Pieces for unique 3-digit destinations qualify for the 3-digit rate if grouped separately and placed in 3-digit/scheme trays with pieces for other 3-digit destinations.</i></p> <p>Basic: 150 or more addressed and barcoded pieces, sorted to other 3-digit, 3-digit scheme, or AADC trays and all pieces placed in mixed AADC trays.</p> <p>SCF destination entry rate has additional standards (E250).</p> <p>Not all presort levels may be claimed in combination with other automation or destination entry discounts.</p>
Addressing (A800, A950)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950.</p> <p>Addresses matched using CASS/MASS-certified process within 180 days before mailing.</p>
Characteristics and Content (C200, C810, C840)	<p>Maximum weight: 3.3407 ounces (pieces over 3 ounces must meet additional standards in C810.7).</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both.</i> ■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick. <p>All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.</p>
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M810)	<p>Presort: on reverse.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541-N (Nonprofit and In-County rates). ■ Supporting documentation: required by rates claimed including marked copy. Effective August 1, 1997, documentation generated by PAVE-certified software or printed in standardized format. <p>1-foot or 2-foot trays used where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for pink tray label Line 2 information.</p> <p>Pink barcoded tray labels required (M032).</p> <p>Trays sleeved and strapped (M033). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.</p>
Postage and Payment Methods (P200, P750)	Method: advance deposit account(s) at the original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence

**5-Digit/Scheme
(Required)**

Trays: At least 150 pieces to same 5-digit ZIP Code or optional 5-digit scheme destination; packaging not permitted; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1: on required 5-digit trays, use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination shown in City State File.

Rate: 5-Digit outside-county and in-county

**3-Digit/Scheme
(Required)**

Trays: At least 150 pieces to same 3-digit ZIP Code/scheme destination; packaging not permitted; only one overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Rate:¹
Unique 3-Digit: 3-Digit outside-county and in-county
Other 3-Digit: Basic outside-county and in-county

**AADC
(Required)**

Trays: At least 150 pieces to same AADC; packaging not permitted; only one overflow tray permitted per destination. Pieces must be grouped by 3-digit ZIP Code prefix or 3-digit/scheme if applicable.

Barcoded Labels: For Line 1, use L801 for destination facility.

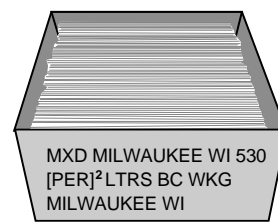
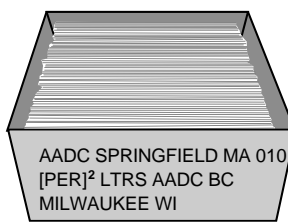
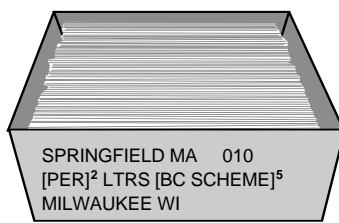
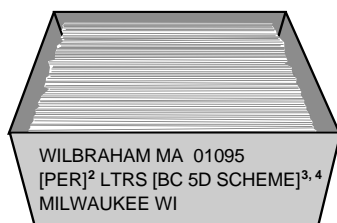
Rate: Basic outside-county and in-county

**Mixed AADC
(Required)**

Trays: All remaining pieces placed in mixed AADC trays grouped by AADC; only one less-than-full mixed AADC tray permitted per mailing.

Barcoded Labels: For Line 1, use L803 for destination facility (for BMC/ASF entry, use L802).

Rate: Basic outside-county and in-county



¹ Pieces for a unique 3-digit destination that is part of a 3-digit scheme group listed in L002, Column B, indicated by footnote "S," qualify for the 3-Digit rate when placed in a 3-digit scheme tray if grouped separately from pieces for other nonunique 3-digit areas.

² Use "NEWS" if issued weekly or more frequently.

³ Use "5D BC" on 5-digit trays; use "BC 5D SCHEME" on optional 5-digit scheme trays.

⁴ For optional news 5-digit scheme trays, use "NEWS LTR BC 5D SCHEME."

⁵ Use "3D BC" on 3-digit trays; on 3-digit scheme trays, use "BC SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays. Where overflow trays are permitted, they are required for required presort levels (M033.2).

Eligibility Overview (E210, E240)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards. Mailings eligible for automation discounts must contain automation-compatible (C820) 100% ZIP+4 barcoded or delivery point barcoded (C840) pieces, sorted as described below. Nonprofit rates require specific authorization (E270).
Rates and Fees (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>3/5 and Basic rates are package-based and apply to outside-county copies and all eligible in-county copies.</p> <p>3/5: six or more addressed pieces sorted to 5-digit and unique 3-digit (L002) packages, placed into 5-digit, 3-digit, ADC (L004), and mixed ADC sacks.</p> <p>Basic: six or more addressed pieces sorted to other 3-digit, and ADC packages, and all pieces in mixed ADC packages, placed into 3-digit, ADC, and mixed ADC sacks. Packages of fewer than 6 pieces sorted to 5-digit and unique 3-digit destinations.</p> <p>SCF destination entry rate has additional standards (E250).</p> <p>Not all presort levels may be claimed in combination with other automation or destination entry discounts.</p>
Addressing (A800, A950)	<p>Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950.</p> <p>Addresses matched using CASS/MASS-certified process within 180 days before mailing.</p>
Characteristics and Content (C200, C820, C840)	<p>Maximum weight: 16 ounces.</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> ■ Not less than 6 or more than 12 inches high. ■ Not less than 5 inches long <i>if 6 to 7-1/2 inches high</i>; or 6 inches long <i>if more than 7-1/2 inches high</i>. ■ Not more than 15 inches long. ■ Not less than 0.009 or more than 0.75 inch thick. <p>Prohibitions: polywrap, polybag, shrinkwrap unless approved by USPS; clasps, strings, buttons, or other protrusions.</p> <p>Adequate flexibility, rigidity, and regular shape required.</p> <p>All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.</p>
Deposit (D200)	Deposit only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
Mail Preparation and Sortation (M820)	<p>Package preparation, labeling, and sacking (brown sacks only): on reverse.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Form 3541-N (Nonprofit and In-County rates). ■ Supporting documentation: required by rates claimed including marked copy. Effective August 1, 1997, documentation generated by PAVE-certified software or printed in standardized format. <p>See reverse for pink sack label Line 2 information.</p> <p>Pink barcoded sack labels required (M032).</p>
Postage and Payment Methods (P200, P750)	<p>Method: advance deposit account(s) at original or additional entry post office(s), unless Centralized Postage Payment (CPP) or plant-verified drop shipment (PVDS) is authorized.</p> <p>This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.</p>

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a package permitted.

Labels: Red Label D or optional endorsement line (OEL).

Rate: 3/5 outside-county and in-county, Basic¹



Sacks: Required at 24 pieces; optional with one package minimum to the same 5-digit ZIP Code.

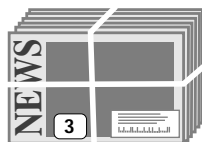
Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "NEWS" (or "PER") and "FLTS BC."

3-Digit (Required)

Packages: Pieces must be packaged if 6 or more pieces to same 3-digit ZIP Code; fewer than 6 pieces in a package permitted.

Labels: Green Label 3 or OEL.

Rate: 3/5 outside-county and in-county, Basic¹



Sacks: Required at 24 pieces; optional with one package minimum to same 3-digit ZIP Code (except that a sack must be prepared for any packages for each 3-digit ZIP Code of SCF serving post office where mail is verified).

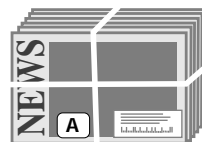
Barcoded Labels: For Line 1, use L002, Column A; for Line 2, "NEWS" (or "PER") and "FLTS BC."

ADC (Required)

Packages: Pieces must be packaged if 6 or more pieces to same ADC (L004); fewer than 6 pieces in a package not permitted.

Labels: Pink Label A or OEL.

Rate: Basic outside-county and in-county



Sacks: Required at 24 pieces; optional with one 6-piece package minimum to the same ADC (L004).

Barcoded Labels: For Line 1, use L004; for Line 2, "NEWS" (or "PER") and "FLTS BC."

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.

Rate: Basic outside-county and in-county



Sacks: Any remaining packages placed into mixed ADC sacks.

Barcoded Labels: For Line 1, use L803 (for BMC/ASF entry, use L802); for Line 2, "NEWS" (or "PER") and "FLTS BC WKG."

¹3/5 outside-county and in-county: only 5-digit and unique 3-digit packages of 6 or more pieces. Basic rate (outside-county and in-county) for packages of fewer than 6 pieces.

²Use "NEWS" (if issued weekly or more frequently) or "PER."

Rate is based on type of package regardless of sack (pallet) in (on) which it is placed.